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ANNUAL REPORT-FY 1970  
TRANSACTIONS AND RECORDS BRANCH  
CONTROL DIVISION

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TRB HIGHLIGHTS FISCAL YEAR 1970

1. The purge of records having no legal, administrative or historical value from terminated Official Personnel Folders was completed during FY 1970. As a result of this effort the original 960 cubic feet at Record Center was reduced to 564 cubic feet. Thus, we were able to destroy 41.3% of the original storage.
2. Two legislative pay increases were processed during the year. The effective dates were 13 July 1969 and 28 December 1969; the latter was a retroactive increase and was processed during April - May 1970. Special increases were also processed for two of the advanced rate schedules; the Nurses (GSN) effective 8 February, and for Accountants (GSF) effective 14 June.
3. An auxiliary service record card file was established in the Position Control Section in order to provide for the special reporting requirements of OPRED. It is similar to the special file operated during the BALPA exercise.
4. OPM 20-31-20 (12 September 1969) specified that those employees receiving a special salary rate (e.g., GSS, GSN, etc.) and who are assigned to regular rate positions must be so slotted for no longer than three years nor for more than three years in any nine year period. In order to assist Professional Placement Branch in identifying such cases we have established a manual tickler file so that PPB will be notified about 120 days prior to expiration of such assignments. At fiscal year end there were 35 such cases.
5. The office of the Chief has been assisting Agency employees who feel that sick leave balances had not been transferred by former employing Agencies to CIA upon their appointment. Seven such cases have been referred to us and all concerned Agency appointments during the period 1948 - 1953. Our responsibility has been to contact Federal Record Center and previous employing Agencies and coordinate efforts with Office of Finance.
6. In March 1967 a coding system was established to reflect, for Retired Military Officers, their Agency Career Status as well as their military retired category (i.e., disabled, retired for length of service, etc.). All subsequent such appointees had been assigned these special codes. During Fiscal Year 1970 we processed code changes for 47 retired officers who had been appointed prior to March 1967.

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7. Briefings on the Federal Personnel Management Information System were attended at the Department of State and the Civil Service Commission by C/TRB. A report on the presentation was written so that the systems analysts of SSS and others might evaluate the impact of the proposals on the Agency's current systems planning.

8. Significant personnel changes during the year were as follows:  
[REDACTED] was assigned as Chief, Status Section and [REDACTED]  
as Assistant Chief of that Section.

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[REDACTED]  
Chief, Transactions & Records Branch

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CONTROL DIVISION

1. WORK FORCE

A. Office of the Chief

Current staffing in the office is adequate to meet all deadlines and requirements. However, the authorized slotting is not in line with staffing and there exists the unrealistic situation of our not having a slot for the essential tasks of Fitness Report coding and Branch secretarial duties.

Last year we anticipated that the Office of the Chief would be called upon to provide training for Career Trainees, new Personnel Careerists and certain Personnel Assistants and Officers. During the year 22 such personnel visited the Branch for training and briefings of from one to eight days. There were 43 days in which all or part of the day was spent in the training function.

B. Files Section

The Record Purge which began in December 1968 was completed in August 1969. Henceforth, all terminated Official Personnel Folders will be purged prior to their removal to Record Center.

Personnel turnover continued to be a problem this year although we have been fortunate in acquiring replacements who have learned their jobs promptly and who have become versatile employees almost immediately.

There has been one unoccupied position in the Files Section since the incumbent resigned last August. I feel that the Files Section's responsiveness to requirements will be greatly improved when the slot is filled.

C. Position Control

The Section experienced a 33 1/3% turnover rate during the year but the quality of service rendered to Office of Personnel customers remained good. BALPA and OPRED reporting were enhanced due to the maintenance of an auxiliary file for each of these exercises.

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D. Status Section

The slots of Section Chief and Assistant Chief both have new incumbents and the operations of the Section has not suffered. Although there still exists one vacant slot and the full impact of the new duty of typing employment transcripts first manifested itself, no overtime has been required since the processing of new EOD's and fiscal year end requirements necessitated some last Summer.

2. PRODUCTION STATISTICS

A. Files Section

The most significant variance in workload statistics for FY 1970 was the 78.4% increase in Files requested from Federal Record Center or other Agencies. With a decline in new EOD's during the past year, this increase can only be attributed to two other factors. With a greater emphasis and awareness being placed on matters concerning retirement and the desire of both RAD/ROB and the potential retiree to make certain that credit has been allowed for all periods of past service we are being levied with requests to obtain personnel records. Secondly, the Annual SCD-LCD check list (roster of employees not having such an entry in the computer records) was completed by [REDACTED] very early this year. This task is often completed around September or October.

The 40.2% increase in file material received was as a result of the filing of documentation of two legislative pay increases this year and due to the headway made just last month in a very large backlog of Qualifications filing material by our Summer employee.

B. Position Control Section

Percentage increases for this Section for the past year show no significant trends with the exception of SCD's computed. This increase of 37.2% was due to the same two factors mentioned in paragraph 2A.

The increases in PSI and QSI forms typed are normal workload fluctuations and do not represent any great changes in actual numbers.

C. Status Section

The 38.0% decrease in documents coded was caused by, as it was last year, the smaller number of new EOD's. The decreases were mainly in security requests and cancellations and input of the military status questionnaire.

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[REDACTED] due to gradual lessening of 444j activity. Input in the future should show further declines as it is reduced to a normal maintenance level.

The most significant workload increase was the 112.9% increase in Qualifications and Language input. This was caused by the initiation of the coding project for "D" careerists in May 1969 and the resulting increase in numbers of cases serviced.

### 3. RESOLVED PROBLEMS

The completion of the Record Purge was the single most important problem area which was resolved favorably. This function took seven months and it was necessary to utilize the full time services of a senior Files Section employee as well as Summer employees and "loaned" personnel.

### 4. UNRESOLVED PROBLEMS

A. The problems of most concern are turnover, slotting and staffing. Turnover in our Files and Position Control Sections results in performance that while adequate, could be improved upon if the problem could be solved. The main slotting problem is that presently only two slots are authorized in the Office of the Chief. The staffing situation would be improved by the addition of one employee to each of the Files and Status Sections to fill existing vacant slots.

B. A second concern is the increase in clerical duties levied on the Deputy Chief and in training and briefing duties on the Branch Chief. As a result we often find it difficult to meet certain deadlines and supervision doesn't get the full attention that it should.

### 5. FORECAST FY 1971

A. We anticipate an initial heavy workload in our Position Control and Status Sections due to major Agency reorganizations and TO changes.

B. We expect to be called upon to review, study and make comments and recommendations in a number of personnel systems and procedures in support of the SSS effort.

C. With the decrease in Agency strength during the coming year, our other operations should remain fairly stable.

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6. FORECAST FY 1972

Toward the latter part of FY 1972 we expect that the new computer system will be on line or nearly ready for operation. We look forward to preparing for this and to the challenge of conversion and the new capabilities we will have to provide greater service to our customers.

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